

How to Access Faculty Course Schedule on J1 Web

Using your KCU credentials, log in to J1 Web. my.kcu.edu/j1web

Username: The first part of your KCU email address without the @kcu.edu

Typical Password: 8 Digit Birthday MMDDYYYY

Once you have logged in, click on the black and white Rubik's cube in the upper-left-hand corner of the screen:



Next, you will see a list of "Hubs" on the left-hand-side of the screen. First you will click *Student* and the options you have permission to see will drop down. Hover over *Faculty* and then click *Manage My Course List*



This will bring you to a list of your courses. The courses you can see are based on settings determined by the J1Web Administrator.

My Course List
 Filtered down to 11 of 20 courses

Academic ▾

Course ↕	Term ↕	Division ↕	Course State ↕	Lead Instructor ↕	Status ↕	Actions
+ FND-110-01 Introduction to Online Learning	2022-2023 Academic Year - Fall Full Semester- 16 Weeks	Undergraduate	Published	Geyer, Kristen E.	Open	Select action ▾

You can change the filter using the options on the screen below to view specific courses. You also have the option to save filters depending on what type of information you are looking to see.

My Course List
 Filtered down to 11 of 20 courses

Course Filter X

Saved Filters

Active Courses ▾

[Edit](#)

[Reset filters](#) [Clear all](#)

Keyword

Course State

Department

Division

Enrollment Status

Faculty

Location

Time Frame

Active Courses

Date Range

Term

i **Active Courses**

The Registration module manager determines how many days before the course begins and after it ends that it's considered active.

Date Range
Select a range for the course begin dates.

Terms
Select terms or subterms. You can make multiple selections, and you can type a year to jump to that year in the list. For example, you could type '2018' or just '18'.

[Save as](#) [Apply](#)

Once you have found the course you wish to work with, click on the name of the course next to the + sign.

My Course List
[Filtered down to 1 of 80 courses](#)

Academic ▾

Course ⇅	Term ⇅	Division ⇅	Course State ⇅
+ FND-110-01 Introduction to Online Learning	2022-2023 Academic Year - Fall Full Semester- 16 Weeks	Undergraduate	Published

This will show the you the schedule and enrollment details about this course.

[FND-110-01](#) Introduction to Online Learning

Term: 2022-2023 Academic Year - Fall

Full Semester- 16 Weeks

Dates: 8/9/2022 - 11/22/2022

Faculty: [Kristen E Geyer](#) [More](#)

Section options ▾

Overview

Introduction to Online Learning

Sat 12:00 am - 12:01 am | 8/9/2022 - 11/22/2022

Use the Select Options drop down to view the course roster.

[FND-110-01](#)

Introduction to Online Learning

Term: 2022-2023 Academic Year - Fall

Full Semester- 16 Weeks

Dates: 8/9/2022 - 11/22/2022

Faculty: [Kristen E Geyer](#) [More](#)

Section options ▼

Please contact the Registrar's Office with any questions.

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